Center for Educational Performance and Information (CEPI) and Michigan Department of Education (MDE)
SSO/MEIS Authorized User Removal Request Form

Please type or print clearly; otherwise, the processing of your form may be delayed.

Step 1 Entity Name: _____   Entity Code: _____

Step 2 **For the requester:** Please enter your contact information so that we can contact you, if necessary.

Name: _____   Title: _____

E-mail Address: _____   Phone: _____

Step 3 Enter the account information of the individual for whom permission(s) are to be removed.

Name of Individual to be Removed	Single Sign-On (SSO) ID	MEIS ID

NOTE: If someone else is replacing the user in Step 3, the new person will need to complete the appropriate application security agreement form(s). MDE and CEPI security agreements can be found on the Internet. For CEPI applications, go to: www.mi.gov/cepi. On the left navigation bar, click "CEPI Applications." Security agreements are located under the links for the individual applications listed on the left navigation bar. For MDE applications, go to: www.mi.gov/meis. The applications are listed alphabetically, with security agreement links for the individual applications. A separate security agreement must be completed for each application for which access is requested.

Step 4 Please specify the application(s) from which this individual should have permission(s) removed for your entity.

CEPI Applications	MDE Applications
☐ **All CEPI Applications**	☐ **All MDE Applications**
☐ Credential Data Exchange (CDX)	☐ Annual Vocational Authorization Application
☐ Educational Entity Master (EEM)	☐ Cash Management System (CMS)
☐ Financial Information Database (FID)	☐ Child Nutrition Programs (CNP)
☐ Graduation/Dropout Review and Comment (GAD)	☐ Michigan Electronic Grants System (MEGS)
☐ Michigan Student Data System (MSDS)	☐ Michigan Profile for Healthy Youth (MiPHY)
☐ Registry of Educational Personnel (REP)	☐ Migrant Education Data System (MEDS)
☐ School Infrastructure Database (SID)	☐ Online Recommendations
☐ Title I Supplemental Educational Services (SES)	☐ School Accountability/AYP
	☐ School Bus Inventory (SE-4107)
	☐ Substitute Permit Application
☐ Other (please specify):	

Step 5 **For the requester:** By signing below, you request that the individual named in Step 3 have his/her permission(s) removed from the CEPI/MDE applications as indicated.

_____   _____

Name of Entity   Date

_____

Signature of Requester (From Step 2)

Step 6 Fax this form toCEPI at (517) 335-0488
Send questions regarding CEPI applications to: cepi@michigan.gov